



**2016-2017 POLICIES AND PROCEDURES  
FOR ACCOMMODATIONS TO THE  
MAINE EDUCATIONAL ASSESSMENT (MEA)  
MATHEMATICS AND ENGLISH LANGUAGE ARTS/LITERACY – SAT**  
~~~~~  
**STATE ALLOWED ACCOMMODATIONS (SAA)  
(FORMERLY KNOWN AS MAINE PURPOSE ONLY MPO)**

The Elementary and Secondary Education Act mandates that all students in one high school year be included in a state assessment. In addition, Maine Learning Results legislation requires that all students be included in a State assessment during their third year of high school. Maine Educational Assessments (MEA) for students in their **third year of high school** consists of the SAT (Mathematics and English Language Arts/Literacy) and a science test, which are administered at separate times.

Students will participate in these assessments through one of the following avenues: **Standard Administration, Administration with Accommodations, or Alternate Assessment.**

### **ACCOMMODATIONS**

An accommodation removes a barrier that exists for a learner to allow access to the assessment without altering what is being measured. These policies and procedures for accommodations are designed so that all students with unique learning needs have a fair opportunity to demonstrate what they know and are able to do on all state required assessments at the high school level. All Maine students participating in state required assessments have access to the same accommodations, regardless of grade level.

Maine Educational Assessment (MEA) at the high school level provides two categories of accommodations:

1. **Services for Students with Disabilities (SSD)**, approved by the College Board which result in scores that measure a student's progress towards achievement of Maine's Learning Results for State and Federal purposes **and** in SAT scores that can be used as part of a student's application for college admission.
2. **State Allowed Accommodations (SAA)**, approved only by a local team of educators which result in scores that measure a student's progress towards achievement of Maine's Learning Results for State and Federal purposes only. SAT scores with applied SAAs cannot be used as part of a student's application for college admission. SAA accommodations are **ONLY** intended for students who would not be eligible for Services for Students with Disabilities (SSD) accommodations.

### **DETERMINATION OF NEED FOR ACCOMMODATION**

All students being considered for accommodations must have their individual situations reviewed by a team prior to the time of assessment. This team should include at least one of the student's teachers, the building principal, related services personnel, the parent(s)/guardian(s) and, whenever possible, the student. If it is not possible for the parent and student to attend the meeting, they should be consulted regarding the committee's recommendations for accommodations prior to the time of the assessment. The list of allowable accommodations that can be considered is located on pages 3-5 of this document.

- **Students with an Individual Educational Program (IEP), Section 504 or other school-based plan are eligible for accommodations noted in the plan for standardized educational testing**

Schools are required to address needed accommodations at an IEP Team meeting. Membership for this meeting is prescribed in Maine Unified Special Education Regulations, Chapter 101, July 19, 2013, which is located at: <http://www.maine.gov/doe/specialed/laws/index.html>. Only students with an identified disability under IDEA may be considered for accommodations for a standard SAT administration with resulting official College Board scores.

- **Students without an Individual Educational Program (IEP)**

Students who are ill or incapacitated in some way may apply for temporary accommodations using the form at: [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline) and receive college reportable scores.

Students who are Limited English Proficient (LEP) or are identified by a team as needing accommodations in order to demonstrate an accurate level of academic achievement may use the resources available (translated instructions or word-for-word glossaries), but extra-time or other accommodations could only be granted under the SAA process (scores would not be college-reportable). This should only be used in special cases.

## **PROCEDURES FOR REQUESTING COLLEGE BOARD APPROVED ACCOMMODATIONS:**

Students with an identified disability, who need accommodations and wish to have college reportable scores on the MEA Mathematics and English Language Arts/Literacy, must file an official **College Board Eligibility Form**, identifying the accommodations they wish to use during the administration of the assessment in which they will participate. The College Board accommodations forms and process are accessed through the SSD Dashboard at [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline). A majority of requests will be approved automatically through the school-verification system. Beginning in 2017, students with an IEP or other school-based plan that outlines specific accommodations for standardized tests will almost always be approved without additional documentation requirements. Based on the information provided by the SSD Coordinator, documentation recommendations vary depending on the disability and the accommodation requested. This online process includes:

- obtaining parental consent,
- completing online questionnaire and providing necessary documentation,
- requesting accommodations needed by individual students and allowed by the College Board but not listed, and
- requesting SAA Maine accommodations listed on pages 3-5 of this document, approved through the College Board Eligibility Form in the “Other” category.

The required documentation must accompany the request for College Board approved accommodations.

The College Board will determine whether the use of the accommodations requested will be approved for the use of the individual student, based on their review.

## **DOCUMENTATION OF ACCOMMODATIONS**

Any accommodations approved for a student and the reasons for these choices must be documented in a statement in the student’s cumulative folder or in the IEP for a student with an identified disability. Refer to pages 3-5 of this document for the allowable accommodation codes for the MEA Mathematics and English Language Arts/Literacy when taken for Maine Purposes Only.

## **ADMINISTRATION OF ACCOMMODATIONS**

Test Center (School) personnel, including but not limited to SSD Coordinators, should be familiar with and administer all allowed accommodations in accordance with the directions provided in trainings for SAT Test Site Supervisors and those included in the Maine High School Assessment Administrators’ Manual. The same accommodations must be provided for all components of the MEA Mathematics and English Language Arts/Literacy. Coding of State Allowed Accommodations/Maine Purposes Only accommodations (see pages 3-5 of this document) to be used by individual students will be entered by school personnel according to the directions provided by the College Board.

## **REPORTING STUDENTS’ SCORES**

### ***Official SAT Reports***

Free official SAT score reports will be issued to four colleges identified by a student who took the MEA Mathematics and English Language Arts/Literacy **with accommodations approved by the College Board**. The student will receive the report within 2 months of taking the SAT. Students using SAA accommodations for the MEA Mathematics and English Language Arts/Literacy will not get an official College Board score report.

### ***Maine Reports for All Students***

All students taking the MEA Mathematics and English Language Arts/Literacy will be included in the school's accountability system and their scores will be included in the State assessment reports. The scores on these reports will be determined by the combination of the SAT and the Science component based on Maine's achievement standards and will be provided to schools at the beginning of the school year following testing.

**REMINDER: Scores for students who use SAA Accommodations on the SAT  
CANNOT be sent to colleges by the College Board.**

### **Approved State Allowed Accommodations (SAA) for High School MEA Mathematics and English Language Arts/Literacy**

***Use of these accommodations without College Board approval through the Eligibility Process will result in scores reportable for Maine Purposes Only. All accommodations used must: not change what is being measured, be approved for individual students by a team, and be a regular part of the student's daily instruction.***

| Code                                        | Accommodations Category                                                                                         | Details on Delivery of Accommodations                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>T TIMING</b> – Tests were administered:  |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                     |
| <b>MT1</b>                                  | <b>Extended Time</b> - With time extended beyond standard administration (same day).                            | Extended time may be needed by students who are unable to meet time constraints, are easily fatigued, or unable to concentrate for the length of time allotted for test completion. Testing may be extended until student can no longer sustain the activity.                                                                                       |
| <b>MT2</b>                                  | <b>Extended Time</b> - With time extended beyond standard administration (several days).                        |                                                                                                                                                                                                                                                                                                                                                     |
| <b>MT3</b>                                  | <b>Breaks</b> - With multiple or frequent breaks.                                                               | Multiple or frequent breaks may be required by students whose attention span, distractibility, physical and/or medical condition, require shorter working periods.                                                                                                                                                                                  |
| <b>MT4</b>                                  | <b>Flexible Times</b> - At a time of day or a day of the week most beneficial to the student and/or late start. | Individual scheduling may be used for students whose school performance is noticeably affected by the time of day or day of the school week on which it is done. Pre-authorized flexibility of starting time on designated date of test administration based on IEP/504, medical needs, teacher/team evaluation and/or student performance reports. |
| <b>S SETTING</b> – Tests were administered: |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                     |
| <b>MS1</b>                                  | <b>Preferential Seating</b>                                                                                     | Students may have predetermined seating locations to reduce distractions for themselves or others, or to increase physical access to special equipment.                                                                                                                                                                                             |
| <b>MS2</b>                                  | <b>Out-of-school setting</b> with school personnel.                                                             | Out-of-school testing may be used for students who are hospitalized or unable to attend school.                                                                                                                                                                                                                                                     |

| Code                                             | Accommodations Category | Details on Delivery of Accommodations                                                                                                                                                                      |
|--------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>P PRESENTATION</b> – Tests were administered: |                         |                                                                                                                                                                                                            |
| <b>MP1</b>                                       | <b>Individually.</b>    | Individual or small group testing may be used to minimize distractions for students whose test is administered out of the classroom or so that others will not be distracted by accommodations being used. |
| <b>MP2</b>                                       | <b>Small group.</b>     |                                                                                                                                                                                                            |

|             |                                                                                                                 |                                                                                                                                                                                                                                                                                                             |
|-------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MP3</b>  | <b>Read Aloud/Human Reader</b>                                                                                  | A human reader may be used for a student whose inability to read would hinder performance. A Reader's Script will be provided based on registration with this accommodation.<br><b>NOTE:</b> When used for the Reading Passages, MP3 becomes a modification that is not allowed on other State assessments. |
| <b>MP4</b>  | <b>American Sign Language</b> ( <i>NOT allowed for reading passages</i> ).                                      | Trained personnel may use sign language to administer the test for deaf or hearing impaired students, with the exception of the reading passages. Sign language may be used only for directions in the reading sessions.                                                                                    |
| <b>MP5</b>  | <b>Movement</b> - With opportunity for student to move, stand, and/or pace during assessment.                   | This opportunity may be used in a single-student setting other than the classroom for a student who cannot focus when seated for sustained periods of time.                                                                                                                                                 |
| <b>MP6</b>  | <b>Alt. Aids</b> - Using alternative or assistive technology that is part of the student's regular instruction. | The test may be presented through his/her regular communication system to a student who uses alternative and assistive technology on a daily basis.                                                                                                                                                         |
| <b>MP7</b>  | <b>Large Print</b> version of assessment.                                                                       | A large print version of the MEA will be supplied based on registration with this accommodation.                                                                                                                                                                                                            |
| <b>MP8</b>  | <b>Braille</b> version of assessment.                                                                           | A Braille version of the MEA will be supplied based on registration with this accommodation.                                                                                                                                                                                                                |
| <b>MP9</b>  | <b>ELL</b> - English language learner student use of bilingual word translation.                                | Word-to-word translation dictionary with NO definitions as determined by Language Acquisition Committee/Team.                                                                                                                                                                                               |
| <b>MP10</b> | <b>Audio</b> - Using an MP-3 version of the test.                                                               | An MP-3 version of the SAT will be supplied based on registration with this accommodation.                                                                                                                                                                                                                  |

| <b>Code</b> | <b>Accommodations Category</b>                                                                                                                                  | <b>Details on Delivery of Accommodations</b>                                                                                                                                                                                                                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R</b>    | <b>RESPONSE – Tests were administered:</b>                                                                                                                      |                                                                                                                                                                                                                                                                                                                                              |
| <b>MR1</b>  | <b>Scribe</b> or recording device ( <i>oral dictation to a scribe or a recording device is NOT allowed for the Writing session</i> ).                           | The student may dictate answers to trained personnel or record answers in an individual setting so that other students will not benefit by hearing answers or be otherwise disturbed. Recorded answers must be scribed prior to the return of test materials. Audio recordings must be deleted immediately following scribing.               |
| <b>MR2</b>  | <b>Alt. Aids</b> - Using alternative or assistive technology/devices that are part of the student's regular instruction, including visual and/or auditory aids. | The technology is used to permit the student to read and/or respond to the test. Examples: Visual aids, auditory amplification, Assistive Technology Compatible, magnifiers, special lighting, markers, filters, large-spaced paper, color overlays, large block answer sheets, etc. Speech-to-text may not be used for the Writing session. |
| <b>MR3</b>  | <b>Focus</b> - Other assistive devices and/or tools to minimize distractions.                                                                                   | To enable a student to organize thinking, focus, and/or use a device that serves as a specific strategy related to a test item, other assistive devices may be used. Examples: noise buffers, place markers, carrels, etc.                                                                                                                   |
| <b>MR4</b>  | <b>Computer Response</b> - With student use of a word processor.                                                                                                | A student may use a word processor. <i>When used for the Writing session, spell check, grammar check, and word prediction programs should be turned off.</i>                                                                                                                                                                                 |
| <b>MR5</b>  | <b>Braille Response</b> - With student use of a braille device.                                                                                                 | A student may use a braille device, manual and/or an electronic, to respond to questions. Responses would need to be recorded in standard format by a scribe.                                                                                                                                                                                |

|            |                                                                                                                      |                                                                                                                                                                                                                                                         |
|------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MR6</b> | <b>ELL</b> - English language learner student use of bilingual word translation.                                     | Word-to-word translation dictionary with NO definitions as determined by Language Acquisition Committee/Team.                                                                                                                                           |
| <b>MR7</b> | <b>Clarification</b> - Administrator verification of student understanding following the reading of test directions. | Test directions may be repeated. Rephrasing is not allowed. Test items may not be paraphrased or explained. Student may receive written copy of oral instructions.                                                                                      |
| <b>MR8</b> | <b>Multiple Test Books</b> - Using side-by-side placement of two test booklets.                                      | All responses must be recorded on a single answer sheet. This accommodation is designed to allow students to see all sections related to the same item at the same time, regardless of the test configuration.                                          |
| <b>O</b>   | <b>Other</b>                                                                                                         | <p>Must be documented and submitted to the Department of Education in advance.</p> <p><b>Contact:</b><br/> <b>Nancy Godfrey</b>, Assessment Coordinator<br/> <a href="mailto:nancy.godfrey@maine.gov">nancy.godfrey@maine.gov</a><br/> 207-624-6775</p> |

Resources & Supports:

- SSD Coordinator Hotline 212-713-8333 or 844-255-7728
- [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org)